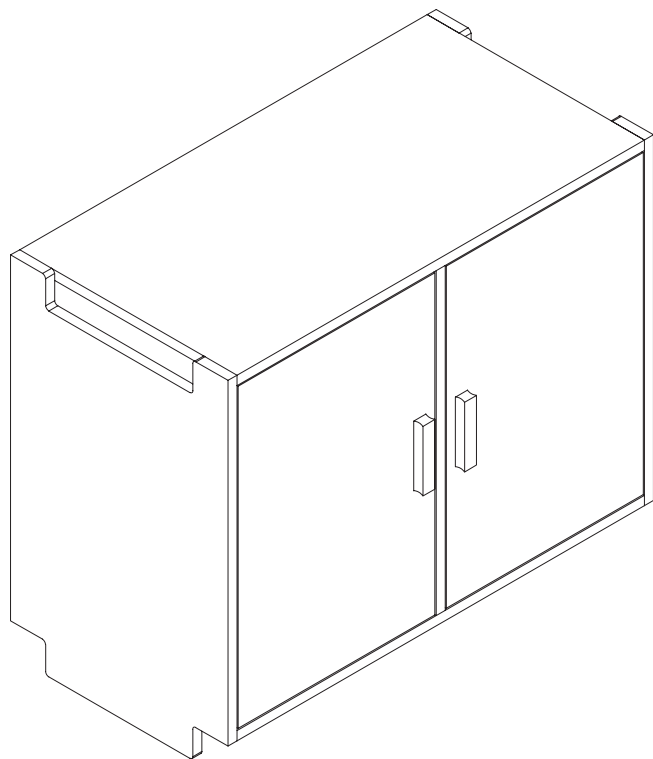




gltc.co.uk

Alba Regular - Two Door Cupboard Unit L4467



Assembly Difficulty



easy - medium - hard



two-person job

V2

30/08/2019

Thank you for shopping with GLTC, we hope you enjoy having this product in your home.

We know assembling furniture, toys or accessories is not everyone's favourite way to spend their time, so we've tried to make assembling this item as quick and painless as possible.

Hopefully our efforts will have been worthwhile and you'll sail through the whole process. But if it all feels a bit too much like hard work, then we do have an assembly company we can recommend: the Flatpack Construction Company offers a nationwide service and can be contacted on **0843 289 4951** or **www.flatpackconstruction.co.uk**.

A few important pointers before you start:

- Please read the instructions right through before you start, and check that all the components have been included in the pack; we find separating all the hardware into piles makes it easier to be sure that everything is present and correct.
- Make sure you have the right tools. Allen keys are provided if required, but screw drivers and other tools are not. You'll find details of the tools you need at the beginning of the instructions.
- Do not throw away any packing materials until assembly is complete, just in case you accidentally discard smaller parts or hardware.

Safety Warnings:

Please read these instructions carefully before assembly.

- Warning! Not suitable for children under 3 years due to small parts which may become detached and present a choking hazard.
- Assembly by a competent adult is required.
- Unassembled product contain small parts which may pose a choking hazard to young children.
- During assembly children should be kept away from the product due to possible risk of injury.
- Assemble and use on a flat and level surface.
- This product is heavy, we recommend that you build it where you are planning to use it.
- This unit must be used in conjunction with Alba Regular Base + Top Shelf unit. All stacked furniture combinations must start with a GLTC Alba base unit.
- It is recommended that the Alba range is only stacked 3 units high i.e. 1 x toy box base + top shelf & 2 x middle units OR 1x tall base unit & 1x middle unit.
- Ensure the doors are opened & closed using the handle provided.
- Do not use if any parts are missing or damaged as this may lead to products being unstable.
- DO NOT use power tools in the assembly of this product as there is a risk of over tightening and consequently splitting of the wood.
- Do not over tighten hardware. Cam dowels should be inserted to the collar. Back panel screws should be screwed until they naturally tighten/stop. This is difficult to feel if power tools are being used.
- WARNING! FURNITURE TIPPING RISK. Serious or fatal crushing injuries can occur from furniture tipping over. Ensure you secure this furniture product to the wall before you use it, using the kit provided in the BASE unit.

- To avoid possible injury from tipping - DO NOT allow children to step or climb on the product.
- Check all fixtures and fittings regularly and tighten as necessary.
- Remove all packaging before allowing your child to use the product.
- Please retain for future reference.

Customer Service:

- If you find that any components are missing or damaged, please do not begin assembly and do not use the item. Please contact GLTC Customer Services on **0344 848 6000** immediately.
- We do stock spare hardware packs at our warehouse, so we should be able to send you a replacement pack immediately if required.

Product Care:

- Wipe clean using a soft damp cloth followed by a dry cloth.
- Do NOT use cleaning products which contain ammonia, solvents or abrasive material.
- Do NOT expose the item to extremes of heat and humidity.
- Regularly check all fastenings, fixtures and fittings to ensure that they properly tightened.

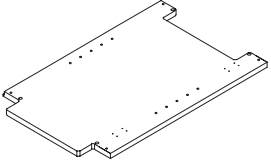
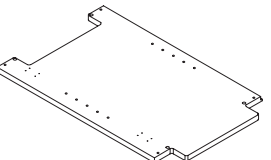
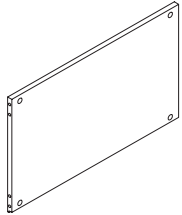
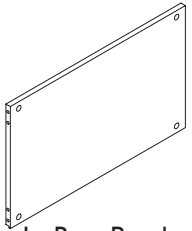
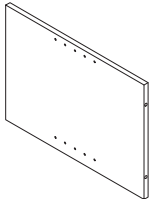
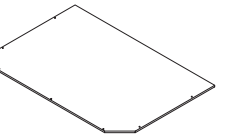
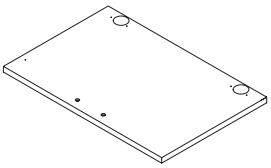
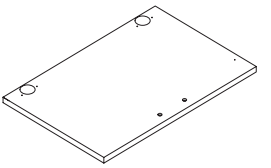
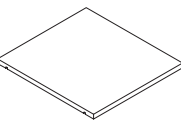
Could we do better?

If there is anything you think could be improved in these instructions or in the assembly of this product we'd be grateful if you could let us know; we'll pass any helpful hints and tips on to other customers via our website and update the instructions.



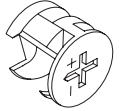
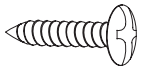
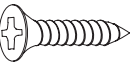
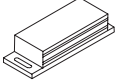
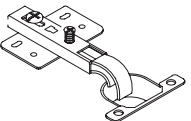
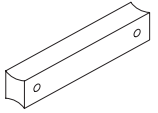
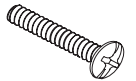
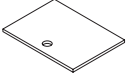
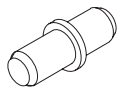
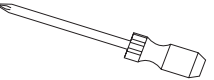
All you need to do is drop us a line at instructions@gltc.co.uk

Thank you

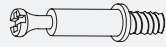
Component Check List

<p>A</p>  <p>1x Side Panel</p>	<p>B</p>  <p>1x Side Panel</p>
<p>C</p>  <p>1x Top Panel</p>	<p>D</p>  <p>1x Base Panel</p>
<p>E</p>  <p>1x Central Divider</p>	<p>F</p>  <p>2x Back Panels</p>
<p>G</p>  <p>1x Door</p>	<p>H</p>  <p>1x Door</p>
<p>I</p>  <p>2x Shelf Panels</p>	

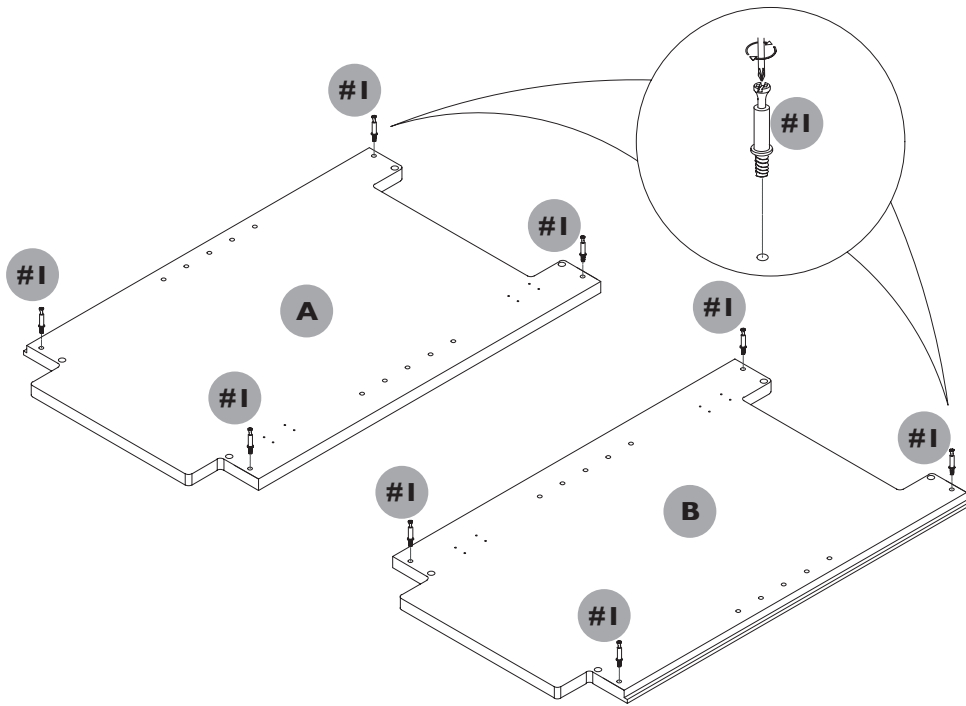
Component Check List

<p>#1</p>  <p>8x Cam Dowels 35mmL</p>	<p>#2</p>  <p>12x Wooden Dowels 25mmL</p>
<p>#3</p>  <p>8x Cam Locks 15mm dia</p>	<p>#4</p>  <p>14x Domed Head Screws 14mmL</p>
<p>#5</p>  <p>30x Flat Head Screws 14mmL</p>	<p>#6</p>  <p>2x Magnetic Catches</p>
<p>#7</p>  <p>4x Hinges</p>	<p>#8</p>  <p>2x Handles</p>
<p>#9</p>  <p>4x Flat Ended Screw 24mmL</p>	<p>#10</p>  <p>2x Keeper Plates</p>
<p>#11</p>  <p>8x Shelf Supports 16mmL</p>	<p>You will need (not supplied)</p>  <p>Philips Head Screwdriver</p>

Hardware for Step 1:



8x #1 Cam Dowels



STEP 1:

Prepare the side panels.

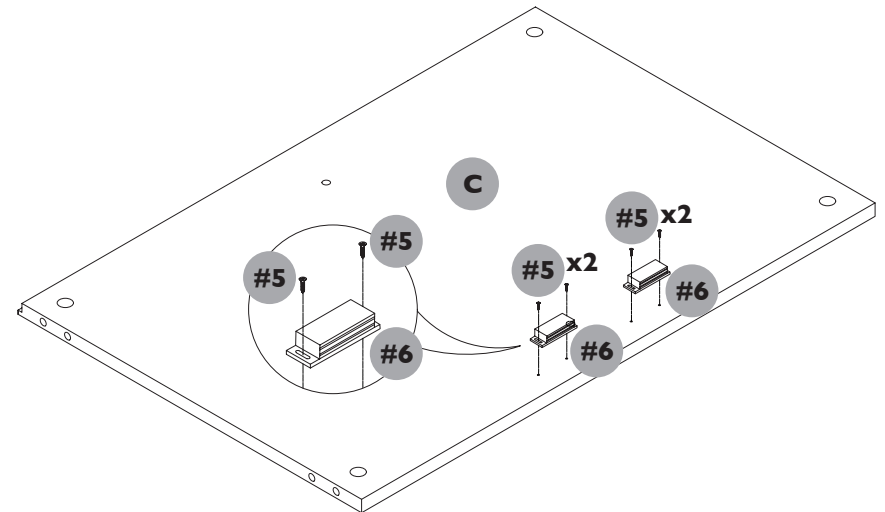
Using a Phillips Screwdriver, insert 4x cam dowels into the four holes on the corners of BOTH side panels A & B.

STEP 2:

Add 2x magnetic catches (#6) to the front edge of the top panel C using 4x flat head screws (#5).

Position the screw in the middle of the slot on the magnetic catches.

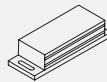
NOTE: If, once the unit is complete, the doors are standing proud from the unit, move the magnetic catches back a little.



Hardware for Step 2:



4x #5 Flat Head Screws



2x #6 Magnetic Catches

STEP 3:

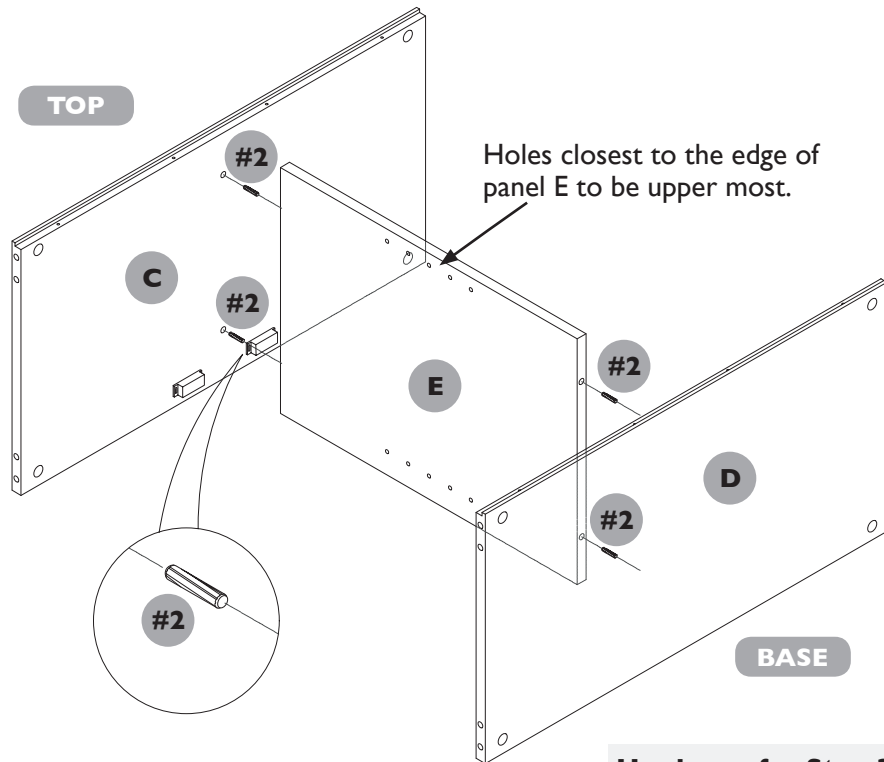
You are building this unit **BACK** up.

Take top panel C and insert 2x wooden dowels (#2) into the central holes and connect to the top edge of panel E. Panel E should have the drill holes closer to the edge of the panel upper most.

The grooved edge of panel C should be facing up and the large drill holes should be facing inside the unit.

Then take panel D and insert 2x wooden dowels (#2) into the central holes and connect the lower edge of panel E.

Again, the grooved edge of this panel should be facing up, but this time the large drill holes should be facing outwards.



Hardware for Step 3:



4x #2 Wooden Dowels

Hardware for Step 4:



4x #2 Wooden Dowels



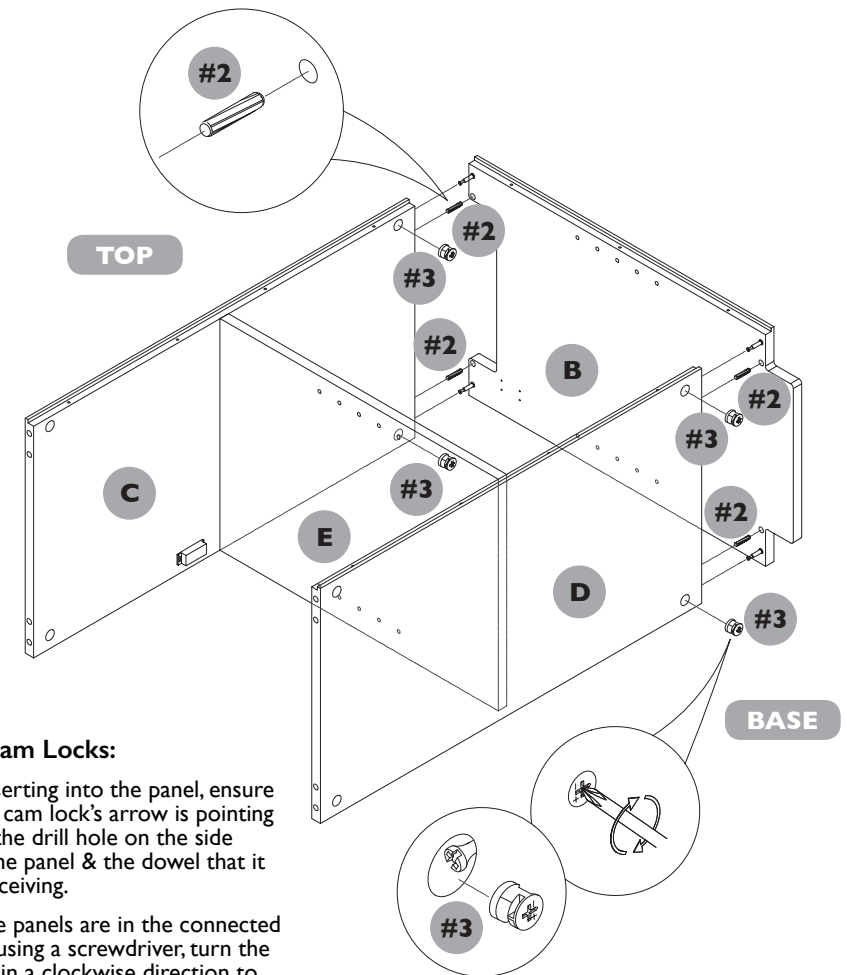
4x #3 Cam Locks

STEP 4:

Take side panel B and insert 4x wooden dowels into the remaining holes.

Position the panel with the grooved edge facing up and the top edge with the shaped notch by the magnetic catch. Push onto the edges of panels C & D.

Insert 4x cam locks into the large drill holes on panels C & D and turn clockwise to lock.



Using Cam Locks:

When inserting into the panel, ensure that each cam lock's arrow is pointing towards the drill hole on the side edge of the panel & the dowel that it will be receiving.

When the panels are in the connected position, using a screwdriver, turn the cam lock in a clockwise direction to lock and secure.

Hardware for Step 5:



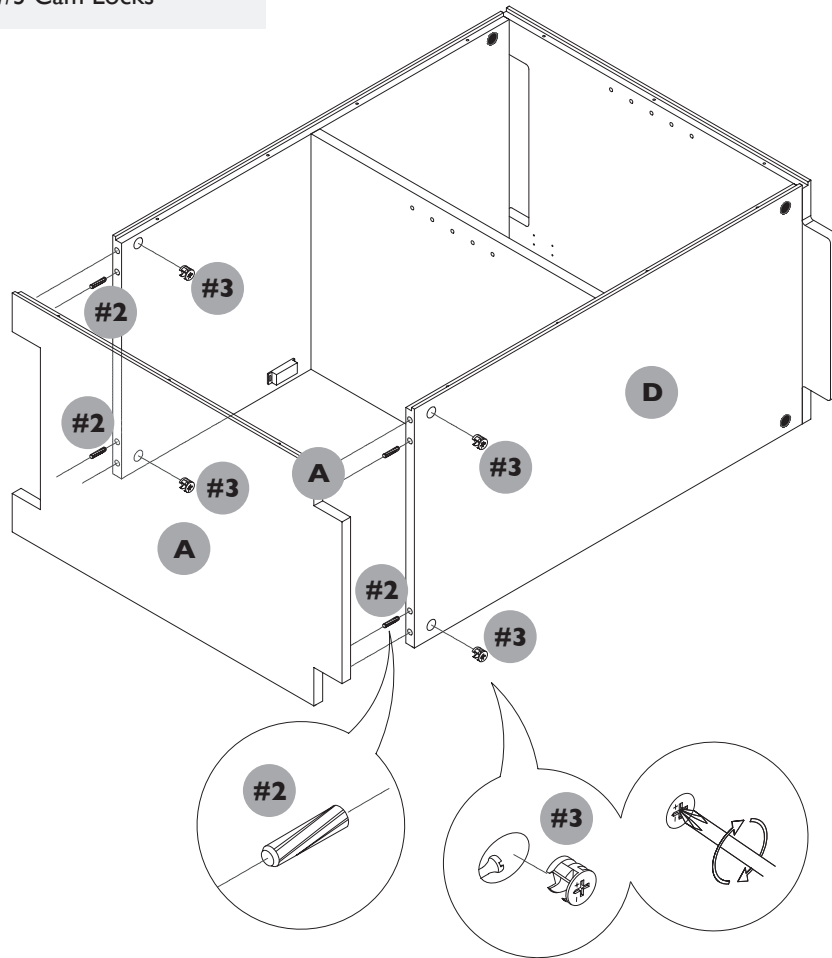
4x #2 Wooden Dowels



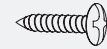
4x #3 Cam Locks

STEP 5:

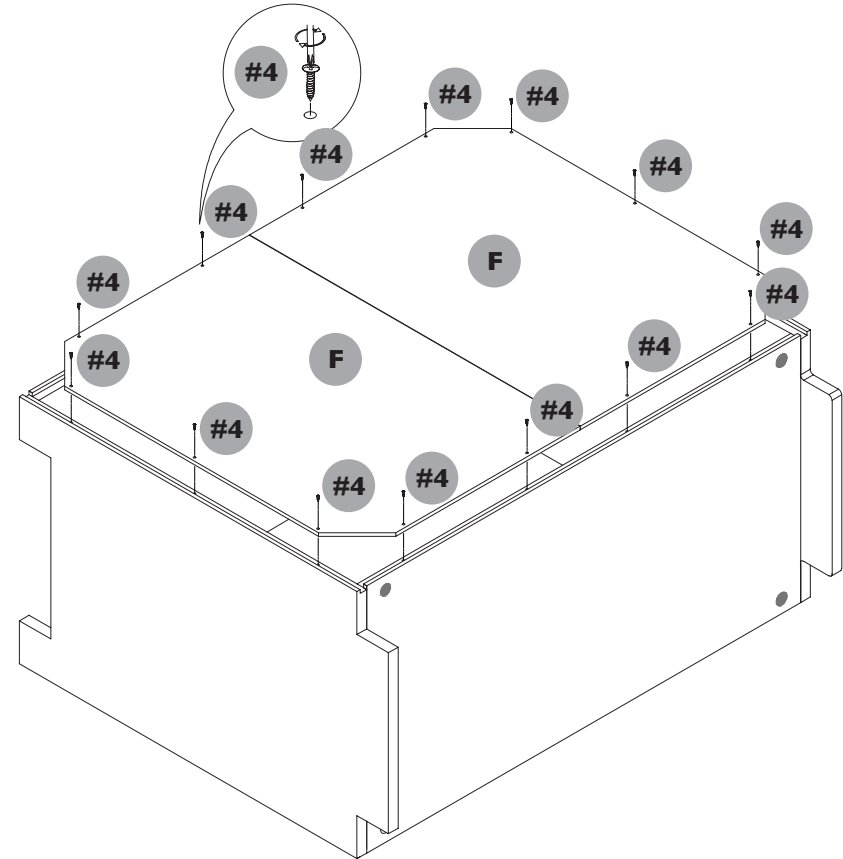
Repeat step 4 with side panel A .



Hardware for Step 6:



14x #4 Domed Head Screws



STEP 6:

Position both back panels F as shown with the angled edges in the corners of the unit.

Line up the panels with the pilot holes in the grooved edges and fix in place with 14x domed head screws (#4).

When complete, please turn the unit onto it's side, so you are ready to attach the doors.

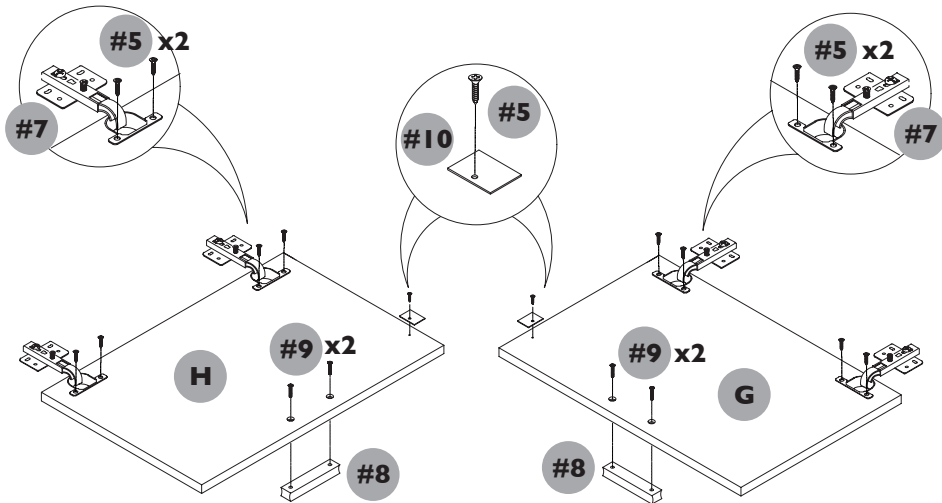
STEP 7:

Attach the handles (#8) to the door panels G & H using 4x flat ended screws (#9).

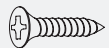
Attach the keeper plates (#10) to EACH door using 2x flat head screws (#5)

Then with the hinges (#7) in the open position, insert them into the large holes on the door panels.

Fix in place with 8x flat heads screws (#5)



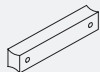
Hardware for Step 7:



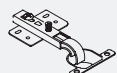
10x #5 Flat Head Screws



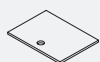
4x #9 Flat Ended Screws



2x #8 Handles



4x #7 Hinges



2x #10 Keeper Plate

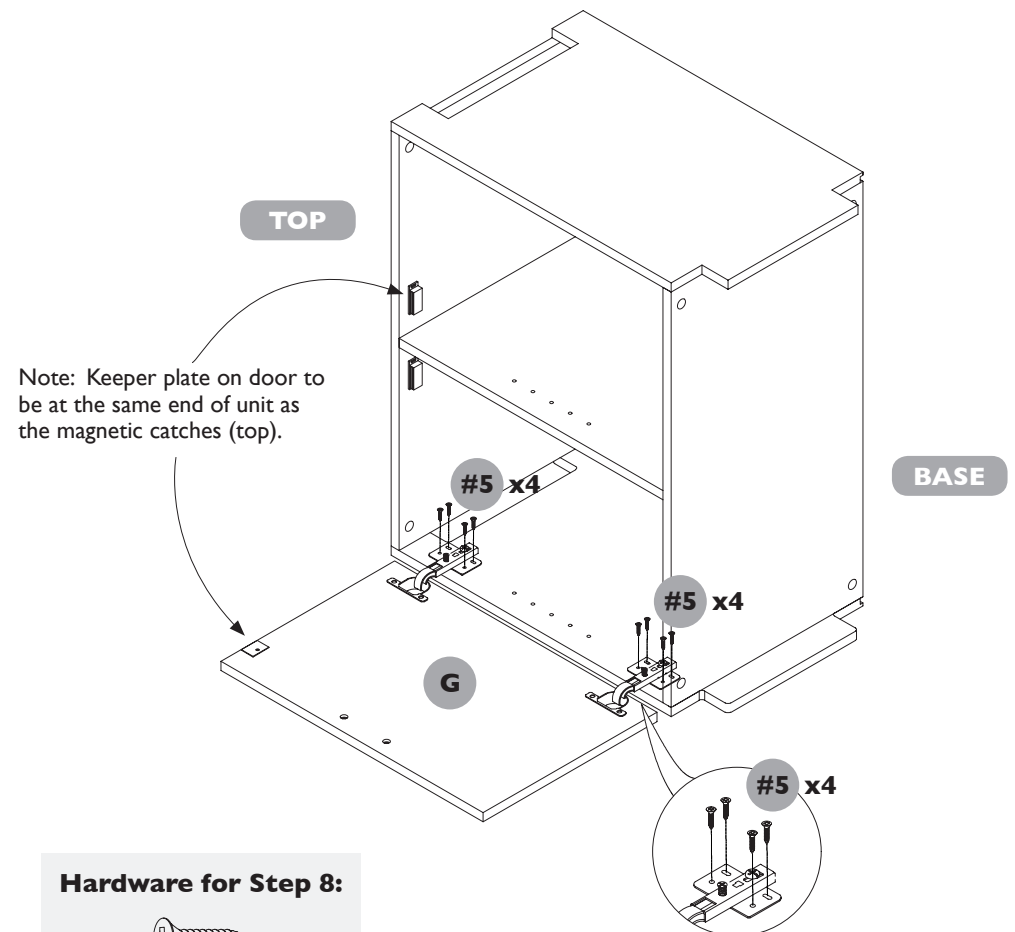
STEP 8:

IMPORTANT: Two people are needed to complete the next step safely.

Position door G as shown so that the hinge plates on both hinges line up with the pilot holes on the side panel.

Fix EACH hinge in place with 4x flat head screws (#5).

It is best to leave the screws slightly loose to allow for aligning the hinges once in position.



Hardware for Step 8:



8x #5 Flat Head Screws

STEP 9:

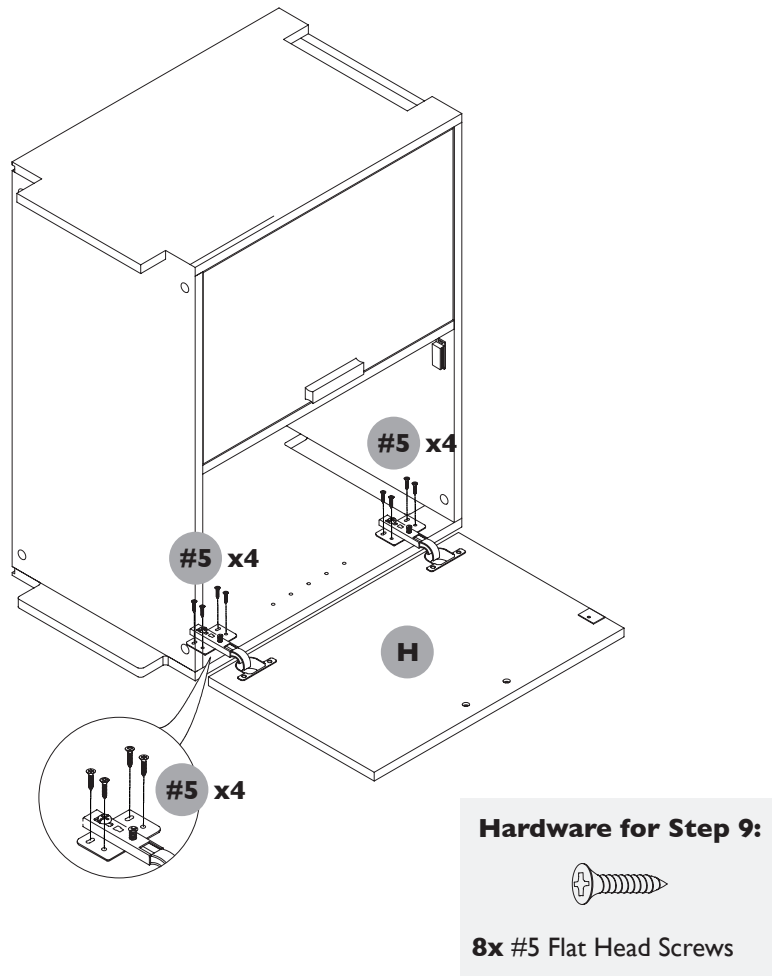
IMPORTANT: Two people are needed to complete the next step safely.

Carefully turn the unit over so it is on its other side.

Repeat Step 8 with door H.

Again, it is best to leave the screws slightly loose to allow for aligning the hinges once in position.

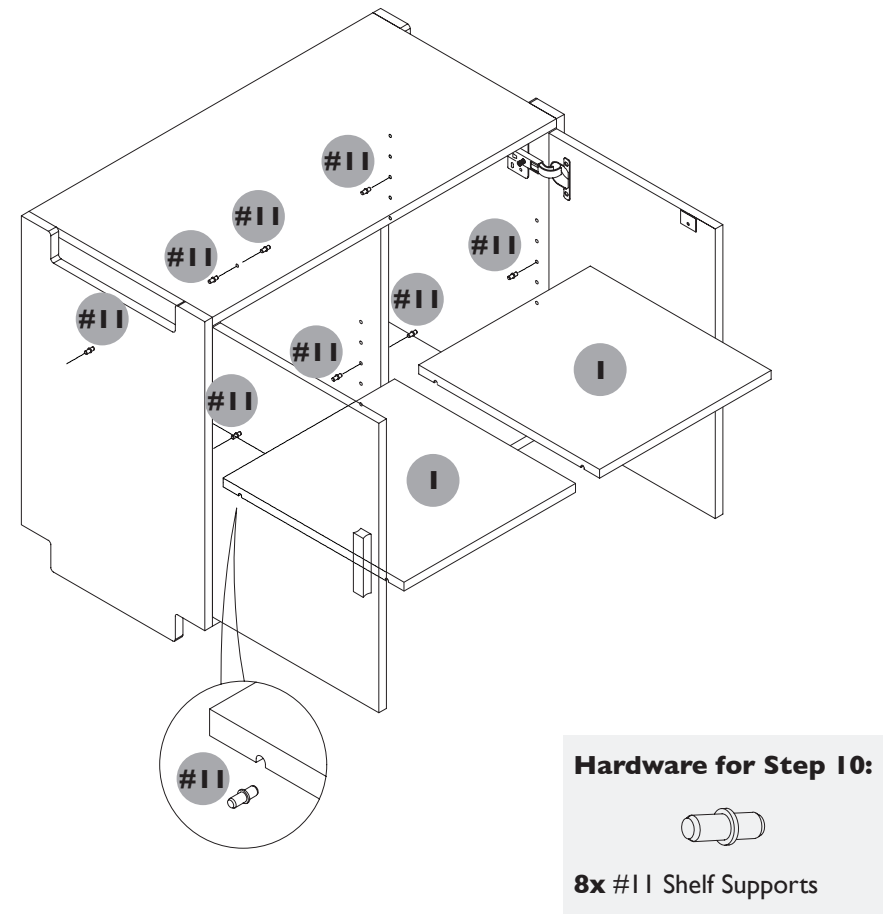
Please turn the unit up the right way.

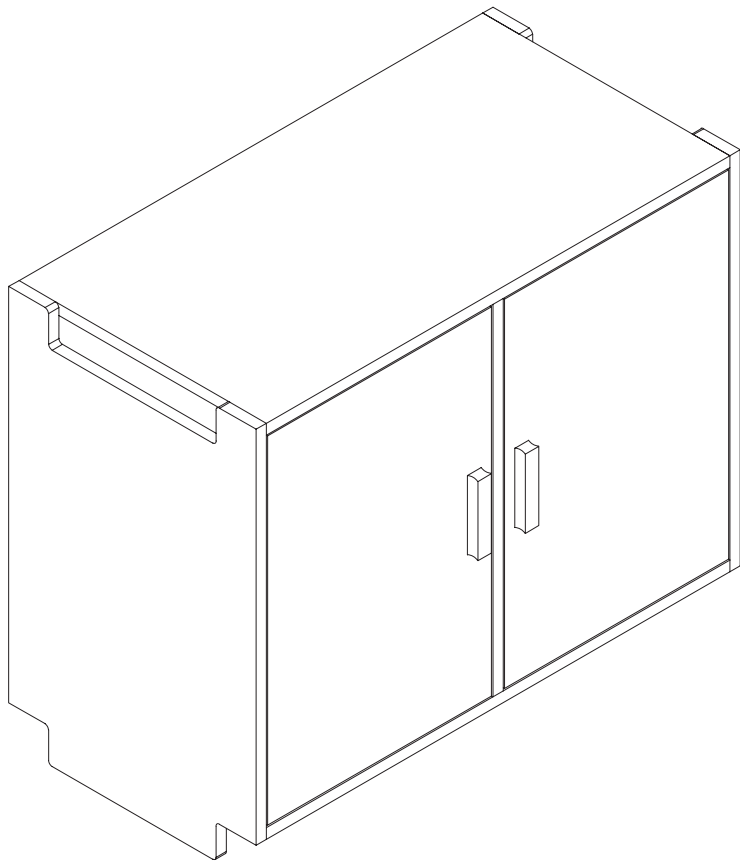


STEP 10:

Insert the 4x shelf supports (#11) at the desired shelf level in each side of the cupboard unit.

Insert shelf panels I.





STEP 11:

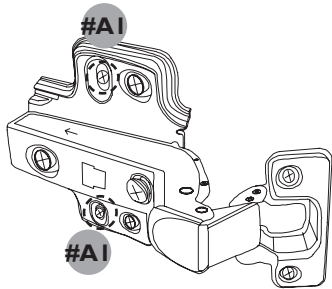
Your unit is now ready to use.

This unit should NOT be used on it's own, it must be used with an appropriate Alba REGULAR base unit.

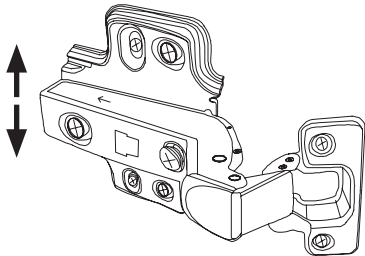
Hinge Adjustment - For cupboards with cup hinges

Note: 2 people should complete the adjustment. One holding the door, one adjusting the screws

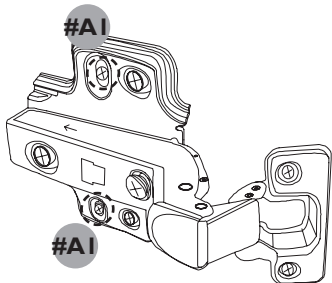
- 1 **Vertical Adjustment:** Moving the door up and down. (To control the gaps between the door and the top/bottom panels)



Ensure one person is holding the door. Unscrew/loosen the screws shown on each hinge of one door. Do not remove the screws completely.



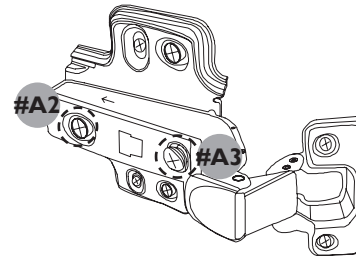
Once the screws are released, move the door to the required position.



When in the corrected position, re-tighten the screws.

Repeat with the second door.

- 2 **Lateral/Horizontal Adjustment:** Moving the door side to side. (To control the gaps between the door and the side panels)



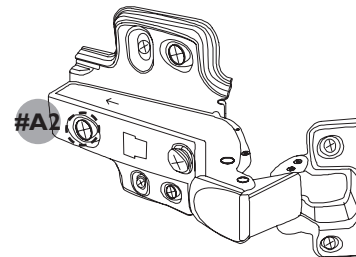
Release screw A2 a little (this is a locking screw). Then turn A3 screw to adjust the position of the door (tighten or loosen)

Adjust one hinge at a time.

When correct position is achieved, re-tighten screw A2 on each hinge.

Repeat with the second door

- 3 **Forward/backward Adjustment:** Moving the door in or out. (To make sure the doors are flush with the front edge of the side panel)



Turn screw A2 a little to adjust the door.

Adjust one hinge at a time.

When correct position is achieved, repeat with the second door.